



Padayon Mindanao Project Specialist

Job Summary:

The Project Specialist is responsible for the overall management of the Padayon Mindanao Project. The Project Specialist is based in Manila, but is expected to establish and maintain effective relationships with the project's implementing partners in Mindanao, Visayas, and Luzon, including all levels of the Department of Education and the donor agency USAID. S/he coordinates the work of the training team and field support staff, and reports directly to the Director of Programming and Training.

Padayon Mindanao is a USAID-funded, US Peace Corps-managed education project aimed at improving literacy and life skills of in-school and out-of-school youth. The Project supports peace-building efforts in Mindanao and promotes skills sharing and cultural diversity through learning camps and exchanges designed and facilitated by American Peace Corps volunteers and Filipino counterparts.

Responsibilities:

- Oversees the planning, implementation, monitoring, and evaluation of all project activities
- Identifies and collaborates with implementing partners and stakeholders in developing and managing the project, and continuously expands the posts' network of professional contacts
- Manages the project's finances, including cash requirement identification, spending monitoring, and payment requests, and ensures timely submission of financial reports to USAID
- Organizes consultation meetings, training of trainers, teacher-training events, youth camps, and other project meetings and workshops
- Performs administrative functions, including venue, travel, equipment, and supplies procurement
- Leads the selection and coordinates the work of the training team (Filipino and American facilitators) and field support staff
- Travels to attend project events and meetings throughout the Philippines
- Prepares a highly professional level of documentation, including proposals, project reports, business communications, and other documentation requirements
- Leads the consultations and preparation of a proposal for the project's extension at the end of the current agreement

Requirements:

- At least five years experience in education/youth project management; experience in financial management required; experience in organizing training events strongly preferred
- Master's degree in education or a related field in social science strongly preferred
- Knowledge of current education and youth-related issues facing the Philippines, particularly conflict-affected areas in Mindanao; thorough awareness of and sensitivity to the cultures, practices, and social issues in Mindanao
- Ability to maintain high levels of professionalism and confidentiality; ability to organize, multi-task, and deliver quality output
- Excellent oral and written communication skills in English and Filipino; ability to speak any of the major languages in Mindanao a plus
- Advanced skills in the use of internet and MS Word (Word, Excel, PowerPoint, and Outlook)

SALARY AND BENEFITS:

- Salary and benefits based on US Embassy Local Compensation Plan
- Bonus of 17.33% of annual basic salary
- Medical/Hospital benefits patterned on US Embassy benefits program

PROCEDURES FOR APPLICATION:

Interested applicants for this position must submit a cover letter and a comprehensive resume (CV) via email (in MS Word or PDF format of not more than 10MB) to vacancy@ph.peacecorps.gov using **Project Specialist** as subject line. Please do not send or email any other document that is not asked for.

Closing Date for Application: 25 March 2014

Due to the volume of applications, only candidates who are fully qualified to move to the interview phase will be contacted.
